



September 16, 2020

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application.

This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

For any additional questions, please contact Samantha Rees in Human Resources at (814) 355-6748.

**CASEWORKER 1 (MHID)
PC# 27**

Position Overview

Department:

Mental Health/Intellectual Disabilities
3500 E. College Avenue, Suite 1200
State College, PA 16801

Base Pay:

Salary Grade: N-10
\$14.86— \$15.49/hour
Non-Exempt

Shift Available:

Full Time
8:30am-5:00pm
On-call hours as assigned

Required Education:

- Bachelor's degree in psychology, social work, education, or human service related field which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.
- Basic/introductory computer training in Microsoft Office programs such as Word or Excel.
- OR—any equivalent combination of experience and training required.

Required Experience:

- Any equivalent combination of experience and training.

Other Requirements:

- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.
- Must obtain all required clearances including: Childline, FBI, and State Police.

Applications:

Applications for this position will be accepted until
Thursday, September 24, 2020 at 5:00 pm.

Summary of Job Functions

- Conducts intake interviews, receives information on new clients referred to agency.
- Documents intakes and creates files on new clients and updates progress of existing clients.
- Assists in administering life management or care plans for caseload.
- Maintains contact with clients as required or more frequently.
- Arranges for necessary programs and treatments for clients, either within the department or through outside agencies; schedules appointments for clients as necessary.
- Enters client data in computer files for maintenance of records.
- Conducts phone contacts with clients, families, physicians, or others in regard to clients needs and services.
- Attends staff meetings and reports of clients progress.
- Assists clients with internal staff, outside agencies, and others to service clients needs.
- Assists in therapies, as necessary.
- Acts as advocate for clients in school, court, or other needed areas.
- Searches computer database for client information as needed.
- Completes requests and referrals for evaluations and client progress as required.
- Attends meetings and trainings, as necessary.
- Performs other case management and support services as required.